

Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Services Officer

FROM : Acting Chief, Supply Division

SUBJECT: Monthly Report - March

DATE: 14 April 1949

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1. During the month of March, action was taken to effect the transfer of personnel and records of the Property Control Division into the Supply Division. Personnel transferred from the Property Control Division are presently assigned to the [REDACTED] Warehouse. With definite decisions arrived at during the past week, it is expected that the transformation of information from the property records and inventory records into one system will be accomplished within the next month.

2. A meeting of representatives from OSO and Supply Division will be held within the very near future to discuss changes in the procedures for handling shipments, both domestic and overseas.

3. The Management Office is expected to complete their study of the Supply Division on or about April 15th. During this period personnel of the Supply Division have spent considerable hours in discussing methods and procedures. Action has been initiated to prepare renewal letters on all leases and service contracts for the next fiscal year.

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4. With the assignment of Mr. [REDACTED] as Assistant Chief, Supply Division, we expect to make a study of our program for the next six to twelve months. This program will be presented to you for concurrence and direction as to the order of priority.

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[REDACTED]

Acting Chief, Supply Division

6 April 1949

VOLUME:

Procurement Section:

1. Requisitions:

Total number received.....	626
Total number completed.....	495
Pending bids, clearance, etc.....	63
Pending information necessary to complete action.....	23
Held without action.....	45

2. Purchase Orders:

Prepared and issued.....	1164
Pending encumbrance.....	65
Total expenditures obligated.....	\$265,110.49
Petty Cash and Printing & Binding estimates.....	5,730.99
Total - Dollar expenditures.....	\$270,841.48

Contract Section:

1. Contracts Completed (Vouchered)

a. Supply.....	2
b. Service.....	3

2. Amendments to Contracts Completed..... 4

3. Contracts Pending..... 5

4. Amendments to Contracts Pending..... 1

5. PBA Agreements

a. Supply.....	9
b. Service.....	2
c. Lease (Renewal).....	2

6. Total Expenditure.....\$43,947.64

+ 2 new contracts and 3 per order — 32,477.80

Storage and Issue Section:

\$ 76,425.44 po. J. S. Snow

1. Requisitions:

Received during month.....	971
Completed.....	882
Balance on Hand.....	89
(1) Account #1 - Signal Supplies.....	87
(2) Account #2 - Office Supplies.....	541
(3) Account #3 - Office Equipment.....	290
(4) Accounts #4 and 5 - Operational and Medical Supplies.....	53

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2. Cargo and Domestic Shipments:

Requests.....	208
Shipments accomplished.....	137
Total Weight Shipped (lbs.).....	128,009
Number of cases shipped.....	643
Balance on Hand..(shipments).....	71

3. Miscellaneous:

Job Orders: Moving and relocation of equip-....61
ment in CIA buildings.

Man hours required.....1,480